

PERSRU NEWSLETTER

ISSUE 4/00

OCTOBER THROUGH DECEMBER 2000

Article	Page #		
Coast Guard Human Resources Management System (CGHRMS)	1	Coast Guard Human Resources Management System (CGHRMS)	Using the Department Type Code field allows you to define your search. For example, if you wanted to only go to an Air Station, then you should press the drop down arrow next to the Department Type Code field and select Air Station from the list.
Waiver/Remission Forms on HRSIC Web Site	1	On 15 August 2000, the Coast Guard implemented a new way for our work force to ask for an assignment through the Coast Guard Human Resources Management System (CGHRMS). With the implementation came a new vocabulary and a different set of submission procedures when asking for an assignment. New words like Department, Position, Job Family and Job Code were Introduced. They took the place of the familiar military words that we have become used to, such as Unit, Billet, Rate, and Grade. There is also a new way to search for the position you want or that ultimate dream job.	Another way for a more definitive search is to use the State field. Selecting or inputting the abbreviation for the state in the State field allows you to view the specific positions available in the state that you've selected.
Accessing Prior Service Personnel	2		Something you may also want to keep in mind is the copy and paste function. To utilize this set of functions, press CTRL - C to copy and CTRL - V to paste.
HRSIC Phone Number Change	2		Questions concerning the CGHRMS PeopleSoft application may be directed to Customer Services at 785-339-3540.
Unit File Update	2		YN2 Dave Nauta
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Transfers of Personnel to Class "A" School	5	With the change of technology, we have been afforded the opportunity to view the Coast Guard shopping list as it changes. This means no more wondering if the position you want has been filled or not. The online version of the CG Shopping list is updated as soon as any action has been taken. If you can't find the position that you desire, should you stop looking? First, make sure that you have exhausted all of your search capabilities. Try using a % sign as a wild card in the Description field. By using a wild card it will result in a much broader listing. In other words, if you would like to find a Department but aren't exactly sure how to spell the name, try putting a % in front of the portion that you are sure about and then click the search button. For example, % FRANC would bring back all Departments listed for San Francisco or any Department that has a Francisco name associated with it.	WAIVER/REMISSION FORMS ON HRSIC WEB SITE
Newly Hired Coasties	5		All of the forms necessary to apply for a waiver or remission of indebtedness (CG-5489, CG-5489A, and CG-5489B) are available on the HRSIC web site www.uscg.mil/hq/hrsic/ . Forms can be filled out and printed on-line.
SDA II Centralization and Workstation III Access	5		We encourage units and PERSRUs with Standard Workstation III to take advantage of these electronic forms, as they decrease the chance for errors caused by legibility.
Statements of Intent	6		Steve Maupin HRSIC (MAS)
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ACCESSING PRIOR SERVICE PERSONNEL

Reference: (a) Page 3-A-3, Personnel and Pay Procedures Manual, HRSICINST M1000.2A

(b) Page 7-2, Source Data Automation II User Manual, HRSICINST M5231.2

When a Recruiting Office enlists an active duty member with prior Coast Guard or Coast Guard Reserve service and the member does not go through Basic Training, but reports directly to a unit; the PERSRU servicing the member's first permanent duty station is responsible for completing the accession. The Recruiting Office should provide all the necessary documentation in order for the PERSRU to complete the accession. When completing the Endorsement Orders Transaction the Reporting Unit District/OPFAC should be the OPFAC of the unit the member is being assigned to, not the Recruiting Office's OPFAC.

The only time the Recruiting Office's OPFAC should be used is when the member will be assigned to the Recruiting Office for an extended period of time prior to departing PCS to the first permanent duty station. This is usually done when the member is being transferred overseas and requires additional processing time for the overseas assignment. In this case, the PERSRU of the Recruiting Office will complete the accession.

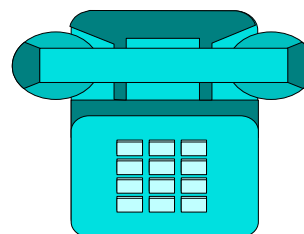
YN1Jim Barnes
ISC St. Louis

HRSIC PHONE NUMBER CHANGE

On 20 DEC 00 the prefix for HRSIC's Phone Numbers changed. All numbers will now be (785) 339-XXXX. The Toll Free Numbers for RAS and Travel will not change. The last 4 digits WILL NOT change. All of the old numbers (295-XXXX & 357-XXXX) will be forwarded for a period of 30 days with a recording informing the caller of the change. Fax and Modem Numbers will change completely. Fax and Modem Numbers will forward without the recording for 30 days. Please refer to ALCOAST 477/00 for a complete listing.

We ask you to please bear with us during this transition period. These changes are being made to improve our Phone services and to make contacting HRSIC less confusing (in the long run) for our Customers. If you have any questions or experience any problems after the 20th, please feel to contact the Telephone shop at x3585 or x3586.

TT1 Scott A. Croinex
HRSIC (IRM)



Unit File Update

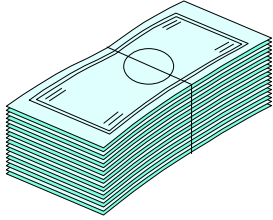
Occasionally, when reviewing Recents, PERSRUs have seen transactions submitted by HRSIC, and did not know who or why they were submitted.

Not knowing which Reporting Unit number corresponded to a particular individual business line, HRSIC Customer Service and PMIS Branches were often contacted by PERSRUs. The HRSIC YN receiving the call would then go into the Recents file, find the RU number of the office which submitted the transaction, and tell the caller which HRSIC business line had actually submitted the transaction.

This process of call forwarding has been eliminated with a recent update to the unit file. Now when a PERSRU views a transaction submitted by an HRSIC Reporting Unit, you can go into the unit file option and find out which HRSIC business line submitted the transaction. Phone numbers and/or business line email addresses have been included in the unit file. If you have any questions or concerns, just let us know please.

YN2 Alex Wymore
HRSIC (MAS)

Special Payment Procedures



Prior to requesting special payments, be sure to answer the following questions:

1. Does the member meet ALL requirements as per Personnel and Pay Procedures Manual?
2. Have supporting documents been submitted by the PERSRU?
3. Can supporting documents be seen in either SDAll or Recents?
4. If documents have processed, is member receiving a payment as per segment 72?
5. If supporting documents have not been processed or cannot be seen in SDAll as approved or transmitted, have they been faxed to HRSIC (MAS)?

If the answer to these questions, with the exception of question #4, is yes, then a special payment request should be requested.

Many times, requests for special payments are sent to HRSIC (MAS) without action being taken on the above questions. Sometimes, special payment requests received by HRSIC (MAS) could have been averted at the PERSRU/ISC level simply by following up on segment 72 and seeing if member is being paid or not. Payments cannot be made by HRSIC (MAS) if there is no supporting documents supporting a special payment request. This goes for ALL special payment requests ranging from Pay and Allowances to Advance BAH or OHA.

Being prepared before requesting special payments will alleviate possible delays at either the PERSRU/ISC or HRSIC (MAS) level. This would allow a more efficient and expedient processing of special payments.

YN1 Steve Copeland
HRSIC (MAS)

Flashback

As we continue our transition from PMIS to CGHRMS we thought it might be interesting to see what kind of problems occurred during the transition from the Personnel Diary to PMIS. The article below appeared in issue #01-80 of the *PMIS Newsletter* on 17 October 1979.

The new Assignment Data form (CG-3698A) is still not authorized for use. In spite of Supply Center Brooklyn's best efforts to restrict distribution some units have been sent the new forms. All requests for assignment, both officer and enlisted, submitted on the new forms must be resubmitted on the old CG-3698 or CG-4526. Assignment detailers cannot use the new forms at this time. The new forms are designed to be entered into the computer and the information merged with existing information in the computer, which will provide the historical data and decode other information from the form to make the information easily usable by the detailer. Until the Office of Personnel is able to secure installation of the mini-computer necessary to process these forms they will not become effective. We hope to have that system on line in the near future. In the interim, DO NOT USE THE NEW ASSIGNMENT DATA FORM!



Seems like they jumped the gun a little when implementing the new form. It wasn't until April of 1981 that the CG-3698A could be used for officers. Use of the CG-3698A for enlisted personnel didn't begin until December 1983. Now, more than 20 years after the form's premature introduction, we've replaced the CG-3698A with the E-ADC.

YNCS Rich Etheridge
HRSIC (PRC)

COMPUTING FEDERAL INCOME TAX WITHHOLDING (FITW)

The following charts show how federal income tax withholding (FITW) is computed. The charts reflect year 2001 federal withholding rates.

Step	Procedure	Result
1	Enter Monthly Taxable Income from Block 38, LES	A =
2	Multiply Allowances From Block 41 of LES by \$241.67	B = \$241.67 x =
3	Subtract B from A to get Monthly Nonexempt Income	C =

Step 4 If Member is Claiming Married in Block 41 of LES

If C Is Over	But C Is Not Over	Compute Monthly FITW By	Amount
\$0	\$538	Member Has No FITW	\$0.00
\$538	\$4,158	(C Minus \$538) Times 15%	\$
\$4,158	\$8,767	[(C Minus \$4,158) Times 28%] Plus \$543.00	\$
\$8,767	\$14,267	[(C Minus \$8,767) Times 31%] Plus \$1,833.52	\$
\$14,267	\$25,171	[(C Minus \$14,267) Times 36%] Plus \$3,538.52	\$
\$25,171		[(C Minus \$25,171) Times 39.6%] Plus \$7,463.96	\$

Step 4 If Member is Claiming Single in Block 41 of LES

If C is Over	But C is Not Over	Compute Monthly By	Amount
\$0	\$221	Member Has No FITW	\$0.00
\$221	\$2,392	(C Minus \$221) Times 15%	\$
\$2,392	\$5,183	[(C Minus \$2,392) Times 28%] Plus \$325.65	\$
\$5,183	\$11,533	[(C Minus \$5,183) Times 31%] Plus \$1,107.13	\$
\$11,533	\$24,917	[(C Minus \$11,533) Times 36%] Plus \$3,075.63	\$
\$24,917		[(C Minus \$24,917) Times 39.6%] Plus \$7,893.87	\$

Hopefully, the above charts will help you counsel customers on how much their FITW will be when they change their allowances/exemptions. Please remember that, per IRS regulations, whenever a member claims over 10 withholding allowances, or claims exemption from federal withholding, a copy of the member's W-4 must be sent to HRSIC (SES), who will forward the W-4 on to the IRS.

YNC Jim Winters
HRSIC (MAS)

TRANSFERS OF PERSONNEL TO CLASS "A" SCHOOL

When sending a member to Class "A" training, be sure to utilize Form CG HRSIC-2001 as a checklist. This form is located in enclosure (1) of the Personnel and Pay Procedures Manual, HRSICINST M1000.2A, and accessible via the HRSIC web site www.uscg.mil/hq/hrsic.

If the member is being sent TDY for training of over 60 days, it is vitally important that: (a) a D100/VDE 47 transaction be prepared to administratively transfer the member's SDA-II record to the Training Center PERSRU; and (b) the member's PERSRU PDR be mailed to the Training Center PERSRU. For further details, please review ALPERSRU K/98 and pages 2-B-24 thru 2-B-26, Personnel and Pay Procedures Manual.

Failure to submit the D100/VDE 47 causes pay timeliness and accuracy problems for members because the Training Center PERSRU lacks access to the member's automated pay/personnel file. The Training Centers report that many PERSRUs are forgetting to submit the D100/VDE 47 and mail the PERSRU PDR. Please help them and us by ensuring this is done. Thanks.

Dale Hosman
HRSIC (MAS)

NEWLY HIRED COASTIES

With payroll cutoffs being 8 to 12 days prior to payday, newly hired prior service Coast Guard members may experience delays in receiving their first pay check / EFT. For instance, the payroll cutoff for the 1 December payday was 19 November. If a prior service member enlisted on 20 November, the member was not paid by the PMIS/JUMPS system until 15 December (almost an entire month after he/she was hired).

If this delay presents difficulties for the member, please submit a request for special payment to HRSIC (MAS) per section 6-B-4, Personnel and Pay Procedures Manual, HRSICINST M1000.2A. As long as the member has executed a contract, and that contract has been recorded in SDA-II, HRSIC can process the special payment request.

If a PERSRU is finding that something beyond payroll cutoffs is causing delayed payments to newly hired Coasties, please let HRSIC (MAS) know so that we can see if there is a system breakdown somewhere. For example, if you are having problems receiving documentation from the Recruiting Office in the timely manner, we would like to know about it so that we can work with the Coast Guard Recruiting Command and Coast Guard Personnel Command to ascertain whether there is a process problem.

Dale Hosman
HRSIC (MAS)

SDA-II CENTRALIZATION AND WORKSTATION III ACCESS

The support responsibility for SDA-II has been transferred to the HRSIC Customer Service Team (CST).

- Any questions or issues concerning SDA-II should be referred to CST.
- User Access Forms for new users should be faxed to **785-339-3760, Attn: CST**.
- E-Mail for all SDA-II requests and support issues should be addressed to HRSIC-CST.

Questions may be directed to the HRSIC Customer Service Team at 785 339 3540 or by e-mail to HRSIC-CST.

G. E. Sena
HRSIC (XO)

STATEMENTS OF INTENT

Reminder from SES:

We have been receiving an increased number of Statements of Intent (SOI's) for separation that state that a member intends to sell leave when asking for an early separation. Article 12.B.8.a of the Personnel Manual clearly states:

“Commanding officers may authorize release up to 30 days early for a member with a unique schooling or career opportunity he or she would lose if released on his or her normal enlistment expiration. The Coast Guard Personnel Command will not waive the 30-day limit on this authority. Members must combine all remaining earned leave and separation, the two totaling a maximum of 90 days.”

In other words, members may **not** sell leave when being separated early under this article.

Example: Member has 72 days of leave. The maximum that a person may depart the unit is 90 days. 90-72 = 18 days early separation the CO can authorize. If the member used all leave and the CO authorized 30 days, it would exceed the maximum (90) days.

Please also note, if a member is authorized the maximum days of early separation (30), and the separation date falls on a Friday, Saturday, or Sunday, you must separate the member on that day. You may not separate them on the Thursday before.

Please counsel your members of these facts, so that they can schedule to take all available leave and still take advantage of this opportunity.

YN1 Jeff Felty
HRSIC (SES)

SUSPENSION OF CENTRALIZED FIRST TERM REENLISTMENT REVIEW (CFTRR)

Ref: (a) ALCOAST 003/01

This ALCOAST announces the indefinite suspension of CFTRR. This action will help to enhance the Coast Guard's abilities to meet readiness requirements by retaining reenlistment eligible personnel in the enlisted workforce now and into the future.

For questions concerning reenlistments, extensions, or separations, contact CGPC-EPM-1 POC: Ms. Chipouros at (202) 267-1626. General policy questions regarding this suspension of the CFTRR program should be directed to COMDT (G-WPM-1) POC: MCPO Jeff Creighton at (202) 267-1636.

YNC Mark Larson
HRSIC (PRC)

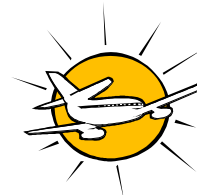
BONUSES UNDER THE AVIATION CONTINUATION PAY (ACCP) PROGRAM

Ref: (a) ALCOAST 002/00
(b) ALCOAST 352/00

Under paragraph 9 of references (a) and (b), aviators who are entitled to an ACCP bonus may request to receive their anniversary payment up to one year in advance of its scheduled date.

Requests for an advance anniversary payment should be submitted in letter format, and mailed to HRSIC (MAS) or faxed to HRSIC (MAS) at (785) 339-3760.

Dale Hosman
HRSIC (MAS)



Articles for the ALPERSRU Newsletter may be mailed, faxed or e-mailed to:

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444 SE Quincy St.
Topeka, KS 66683

Fax: 785-339-3791
Email: HRSIC-PRC@HRSIC.USCG.MIL

An authorized publication, the PERSRU Newsletter is published under the provisions of COMDTINST M5728.B (series) and the direction of the U.S. Coast Guard Human Resources Service & Information Center. Views and opinions expressed are not necessarily those of the Department of Transportation or the U.S. Coast Guard. The PERSRU Newsletter shall not be considered an authority for any official action and is non-record material.

The PERSRU Newsletter is published quarterly. Articles are solicited from all readers.

COMMANDING OFFICER: CAPT R. D. Reck

Mission Statement

We are committed to: 1. Providing caring personnel compensation and services for all Coast Guard members, retirees, and annuitants. 2. Maintaining human resource information for Coast Guard decision-makers so we can best manage the Coast Guard's most important asset, our people.



We're on the web at:
www.uscg.mil/hq/hrsic

Evaluations Bar Code Error

E-3 Barcode Labels that were sent with the November LES should not be used!!!!

There was a misprint on the period end date. Instead of 20000131, it should read: **20010131**. New labels have been sent.

PLEASE DISCARD THE LABELS RECEIVED WITH THE NOVEMBER LES MAILING!!!

If there are any questions please call PO Sharpe (785) 339-3405 or YNC Taylor (785) 339-3411.

YNC Tim Taylor
HRSIC (ADV)